

CHECKLIST FOR NEW AND TRANSFER OF
COMMON VICTUALLARS

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Application with Fee

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Signed Lease by All Parties

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Floor Plan

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Corporate Vote

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List of Officers

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Abutter Notification (**Must be sent by CERTIFIED MAIL Return Receipt Requested**)

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Legal Notice

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Newspaper Ad (Original)

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Proof of Insurance

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WE STRONGLY SUGGEST NOTIFYING YOUR WARD ALDERMAN ABOUT ANY NEW OR POTENTIAL CHANGES. VISIT <http://www.newtonma.gov/gov/aldermen/boalisting/default.asp> TO FIND YOUR REPRESENTATIVE.